

TAB

OP/MS 20 October 1955

PERSONNEL
OUTLINE OF STEPS RECOMMENDED IN DEVELOPING A/MOBILIZATION ~~TX~~ PLAN

Step A: Review current organization to determine which components will remain unchanged, which are to be augmented, and which may be abolished. At this time also consider new components which should be added. Step A should be accomplished as a bulk requirement without regard to civilian or military categories. See items 1 through 4 of Example 1.

Step B: Review the resulting organizational structure from the stand-point of manning requirements both military and civilian utilizing the following criteria for determining military positions.

1. The position requires military type qualifications such as demolition, weapons familiarization, infantry tactics and evasion skills.
2. The position involves the command, control or processing of military personnel.
3. The position involves the accomplishment of relations between components of the military services.

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5. The position is located on a military staff such as, commander and key staff officers in major headquarters.

Step C. Set forth new or additional requirements by CIA Job Title or Occupational Code() denoting which positions are military requirements. Set forth deletions in similar fashion. See examples 2 and 3.

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Step D: Including positions assigned to detailed military personnel, set forth by CIA Job Title, Code Number, or Service MOS and GS or Equivalent Grade positions within current organization that are or should be militarized. Add military requirements denoted in Step C, Example 2, and this total equals your total military requirement. See Example 4 and item 5 of Example 1.

Step E. Review total mobilization requirements against current strength. List those requirements left unfilled by type and grade in two categories: i.e., (1) military positions for which no military

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OUTLINE OF STEPS RECOMMENDED IN DEVELOPING
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A/MOBILIZATION ~~XXX~~/ (Cont.)

reservists or detailed military personnel are available, and
(2) civilian positions required to replace military reservists
and those needed to meet additional civilian requirements over
and above present force.

Step F: Review list of military reservists and assign each to one of three categories: Category 1 - those reservists to be ordered to active duty and assigned to CIA to fill established military manpower requirements not already encumbered by active military personnel detailed to your organization; Category 2 - those reservists who may be released for duty with their parent service; and Category 3 - those to be deferred from military service to continue in their civilian employment. See Examples 5 a, b and c.

Step G: Since reservists who are put on the Deferred List (Category 3) will automatically be transferred to the Standby Reserve, determine by interview or questionnaire the personal preference of each reservist. From this it may develop that certain reservists are reluctant to transfer to the Standby Reserve and would rather be considered as available to fill military requirements in other elements of the Agency. Others may request release for duty with their parent service.

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